

OUR CHALET RISK ASSESSMENT

June 2010

HAZARD	WHO MIGHT BE HARMED	CONTROL MEASURES	MEASURES TO BE IMPLEMENTED BY
<b>ROAD TRANSPORT WHILST TRAVELLING</b>			
Possible injury should a road accident occur	All passengers	All passengers to sit forward facing, and wear seatbelt. Standing in the aisle, and sleeping on the floor should not be permitted	Leaders
Risk of fall from a moving vehicle	All passengers	Member of staff to be positioned adjacent to emergency exits of coach	Leaders
Possible injury from moving around vehicle	All passengers	Staff to be seated at varied locations throughout the coach to ensure effective supervision. Passengers are not to distract the driver in any way	Leaders
Trip hazard from discarded litter inside vehicle	All passengers	Litter should be placed in bin bags immediately, and should be removed from vehicle as often as possible.	Leaders
<b>ROAD TRANSPORT STOPS AND BREAKS</b>			
Possible injury should a person be struck by a moving vehicle	All passengers	Clear safety instructions given prior to disembarkation Where travel is abroad, clear instructions to be given, relating to the opposite flow of traffic Proper supervision of car park/road crossing	Leaders
Risk of becoming lost or abducted	All passengers	Permanently staffed meeting points to be designated in case of problems. Clearly indicated boundaries in which to stay Party members to stay in groups and never be on their own Head count to be taken before coach departs	Leaders

Risk of injury due to pushing when boarding coach	All passengers	No unsupervised party members to remain on coach	Leaders
Risk of injury due to pushing when loading or unloading items from coach lockers	All passengers	Boarding coach and loading/unloading should be done in an orderly fashion	Leaders
<b>TRANSPORT – AIR TRAVEL</b>			
Walking through terminal building, boarding flight, risk of becoming lost or abducted.	All passengers	<p>Explain terminal rules when all meet up</p> <p>Explain airplane rules before boarding</p> <p>Meeting up points to be indicated and party members to be advised to listen to ship's safety announcement. Point to be staffed at all times.</p> <p>Girls to be give clear rules if they are to be allowed around terminal building.</p> <p>Groups to assemble at central meeting point before moving to terminal building in Zurich, so that passport control and baggage collection can be appropriately supervised.</p>	Leaders
Risk of becoming lost or abducted	All passengers	Groups to assemble at central meeting point before moving to coach, so that return to the coach can be appropriately supervised.	Leaders
<b>AIR TRAVEL</b>			
Not all participants arrive at meeting point at agreed time	All participants	<p>Stay near airport night before</p> <p>Ensure parents are given all times of journeys</p> <p>Possible missed departure</p>	Leaders

Forgotten Passport/E111	All participants	Request copy of passport/E111 prior to departure day Ensure checklist of essentials is give to participants and parents. Contact parents to arrange delivery Possible missed departure	Leaders
Delayed or Cancel flight  Volcanic Ash can't fly	All participants	Liase with airline over booking of alternative travel Contact hosts re: onward travel If long delay, inform Home Contact  Have train times and alternate route home planned and taken with us on trip and a copy for Home Contact. If requiring plan notify home contact.	Leaders
Luggage lost by airline	All participants	Essentials should be carried in hand luggage Ensure luggage clearly labelled Report loss to airline and get contact information Contact insurance company Share equipment/buy essentials (keep receipts) Contact hosts if camping equipment lost Inform Home Contact if necessary	Leaders
Delayed/cancelled transport link	All participants	Liase with travel company over booking of alternative travel and suitable accommodation if needed/ Contact insurance company Change plans if necessary Inform home contact	Leaders
<b>WHILST ABROAD</b>			
Money/C.Card/Travellers Cheques lost/stolen	All participants	Ensure group money is shared between leaders. Operate "bank" system for Guides money if appropriate Report loss to camp organisers Report loss to Police (get crime no. or similar) Contact insurers/credit card company Contact Home contact to arrange transfer of cash if needed	Leaders
Passport lost	All participants	Ensure participants keep passport safe at all times Take photocopies of last two pages Inform organisers if on camp Contact Embassy for replacement Inform Home contact	Leader

Someone goes missing	All participants	Establish guidelines for leaving sub camp prior to arrival Assess if member is really missing Contact camp organiser, British Embassy, local police. Keep notes of all events Inform Home Contact	Leaders
Serious injury/illness	All participants	Assess situation for safety See onsite medical team if on camp or hospital/doctor if travelling. Inform Home contact and Insurance Company Record all events and keep receipts for payments Complete accident Form	Leaders
Hospitalised	All participants	1 Leader to go with member to hospital, taking G/H and E111 (if appropriate) Inform organisers of camp Keep detailed records. Complete accident form. Contact Insurers, Home contact, Embassy Liase: returning home or extending stay.	Leaders
Participant dies (natural causes)	All participants	Inform Home Contact (who should inform appropriate C.C. who should inform RCC) Inform Insurance Company Inform British Embassy Inform camp organisers. Keep detailed records	Leaders
Participant is killed	All participants	Call Police Inform Home Contact (who should inform appropriate C.C. who should inform RCC) Inform British Embassy Inform Insurance Company. Keep detailed records	Leaders
Participant is arrested	All participants	Inform British Embassy and organisers Inform Home contact (who in should inform appropriate C.C. whop should inform RCC)	Leaders

A major incident overseas	All participants	Assess situation for safety If group not involved and not at risk, inform Home contact to reassure them. If group involved, contact British Embassy and Insurance Company. Inform Home Contact of the details of the situation.	Leaders
<b>REMOTE SUPERVISION – TOWN VISITS &amp; TRIPS TO ATTRACTIONS</b>			
Risk of becoming lost or abducted. Medical Emergency	All participants	Clearly communicated central meeting point. Staff to be in area as appropriate. Clearly defined boundaries of movement. Participants to remain in designated groups, and instructed to stay together at all times. Participants to attend central meeting points to check in, dependant on period of remote supervision. All participants to carry a card with contact details of leaders with request for assistance in appropriate language.	Leaders

<b>SWIMMING</b>			
Drowning	All participants	No unsupervised swimming. LIFE GUARD TO BE PRESENT Non-swimmers to stay in water to maximum of waist height	Leaders
<b>OUR CHALET</b>			
Crafts	All participants	Supervised by Our Chalet staff. Appropriate crafts will be done.	Our chalet staff/ Leaders
High Wire, Ab-sailing, rope bridge	All participants	Supervised by qualified instructors organised by Our Chalet. Participants to be briefed. Supervised by Janice or Gemma Location of nearest ER/ doctors known.	Qualified instructors/Our chalet staff/Leaders
Trip to the Wood-carvers	All participants	One adult will accompany girls. Maps to be provided. Participants stay in small group Mobile taken. Timings of arrival back in the morning given to remaining group staying on at Our Chalet. Emergency procedure put in place by Our Chalet. Wood Carvers – girls to be told about dangers before going in.	Our chalet staff/Leaders
Trip to the Interlaken- including chocolate sampling	All participants	One adult from our group to accompany the participants. Participants stay in small group Timings of arrival back in the morning given to remaining group staying on at Our Chalet. Emergency procedure put in place by Our Chalet. Chocolate to be suitable for all- no one has allergies.	Our Chalet staff/ Leaders
Campfire	All participants	Supervised campfire. Bucket of water present. Participants know the dangers associated with fire.	Our Chalet staff/ Leaders
Orienteering and hiking	All participants	One adult will go with them on the hike. Qualified hiker to be used to give directions and instructions. Maps to be provided. Participants stay in small group Safety equipment taken. Timings of arrival back in the morning given to remaining group staying on at Our Chalet. Emergency procedure put in place by Our Chalet.	Our Chalet staff/ Leaders
Reharti Adventure Park	All participants	Participants to stay in small groups.	Our Chalet staff/

Climbing Wall		Emergency procedure put in place by Our Chalet Qualified instructors to be used on the climbing wall. Safety harnesses to be worn on all rides.	Leaders
Trip to Thunersee	All participants	Girls to stay in small groups. Emergency procedure put in place by Our Chalet Use English Home contact if required.	Our Chalet staff/ Leaders
International Festival	All participants	Led by Our Chalet. Participants informed about the festival's location and where is in and out of bounds.	Our Chalet staff/ Leaders
Swiss Cultural Night	All participants	Led by Our Chalet. Information given by Our Chalet. Hot cheese and hot chocolate and meths used in the fondue. Caution to be taken. All participants informed.	Our Chalet staff/ Leaders
Overnight Hike	Small group of participants	One adult will go with them on the overnight hike. Qualified hiker to be used. Participants stay in small groups Torches and safety equipment required. Timings of arrival back in the morning given to remaining group staying on at Our Chalet. Emergency procedure put in place by Our Chalet.	Our Chalet staff/ Leaders
Movie Night	All participants	Suitable film for participant's ages. Film picked by Our Chalet staff Film to be supervised by Leaders	Our Chalet staff/ Leaders
WAGGGS themed evening	All participants	Led by Our Chalet staff. Monitor content, maybe supervised.	Our Chalet staff/ Leaders
Games Night	All participants	Participants to fully understand the rules. Games supervised by adult,	Our Chalet staff/ Leaders
Closing Ceremony	All participants	Led and directed by Our Chalet staff,	Our Chalet staff/ Leaders
Meals	All participants	Provided by Our Chalet. Our Chalet notified about meal choices and vegetarian options.	Our Chalet staff/ Leaders
Sleeping Accommodation	All participants	Emergency procedures told to everyone by Our Chalet staff, Danger of falling out of bed. No one reported sleepwalking problems. Overtiredness.	Our Chalet staff /Leaders

